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CONFIDENTIAL

7 FEB 1961

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Annual and Compensatory Leave Forfeited  
at Close of Leave Year 1960

1. This memorandum is for information only.
2. At the close of the 1960 leave year, 7 January 1961, 2188 Agency employees forfeited 70,140 hours (33.7 man-years) annual leave, TAB A. Of this total 135 employees lost over 100 hours each, TAB B. In addition 126 employees forfeited 2,225 hours (1.1 man-years) compensatory leave, TAB C.
3. This represents, in effect, a contribution by our employees of approximately \$273,195. This sum would have been required to compensate our employees for the combined total of 72,365 (34.8 man-years) annual leave and compensatory time forfeited.
4. A comparison of the annual leave and compensatory time forfeited during 1960 with that for 1959 is forwarded as TAB D.

E. R. SAUNDERS  
Comptroller

Attachments:

TAB A  
TAB B  
TAB C  
TAB D

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